



## Tri-County Airport Authority (1J0) ("TCAA")

1983 Tri-County Airport Rd - Bonifay, FL 32425

Mail: PO Box 756, Bonifay, FL 32425

### Regular Board Meeting Minutes

August 11, 2020 6:00 PM, Airport Lobby

*In attendance were board members, participants and guests as listed on the attached sign-in sheet.*

1. **Call to Order**- Jack Locke, Chairman called meeting to order at 6:00 PM.
2. **Invocation** - Ross Statham
3. **Public Hearing**:
  - a. Budget Presentation by Treasurer
  - b. Public Comment (none)
  - c. Questions from Directors
  - d. Other Public Hearing Topics (none)
4. **Review of Agenda** - Approved as submitted.
5. **Last Meeting Minutes** - Garling moved, and Chappell seconded, the minutes of our July 2020 regular board meeting be approved. Carried.
6. **Audience to wish to speak**. None.
7. **Treasurer's Report** – James Town, Treasurer (Attached)
  - a. Budget commencing October 1, 2020: Town moved, and Brooks seconded, we approve our budget as submitted. Carried.
  - b. It was noted that new tenant lease rates and agreements were approved last month.
  - c. Our board was reminded that October 13, 2020 will be our Annual Organizational Meeting, officer election, committee appointments and other Organizational Meeting business.
  - d. The monthly and year to date financial report was presented.
  - e. Fuel operations and pricing (enclosed) were discussed. Our Treasurer noted that fuel sales remain healthy. There was a discussion about area fuel rates. No action.
  - f. In a discussion about our shade hanger rates, Statham reported that he believes the reason we are receiving little to no revenues on these is due to our rates being out of line; we charge \$105 per month while Marianna charges \$62. The airport manager reported that he had had instances where owners had rejected our shade hangers as being too expensive. After a brief discussion, Williams moved, and Statham seconded that we lower our shade hanger rates to \$60 per month. Carried.
  - g. In a discussion about our tie-down rates, Statham noted that we only have one tie-down tenant, and many empty spots. Our current rate, \$50.11 per month he believes is out of line with the area, and as a result, we have only one aircraft using our tie-downs, and it has been unflown for a number of years. After a discussion about transient and airport-based equipment using our tie-downs, Statham moved, and Chappell seconded, that we lower the cost of our tie-downs to \$20 per month, that we keep our current \$10 per day rate for transients, but that we waive the daily fee for the first seven days if they buy fuel. Carried.
8. **Airport Operations Report**- Mark Wilson, Airport Manager (Attached)
  - a. Written report was provided (attached).
  - b. Wilson reported that upon recent runway and taxiway inspection (formal written report in process) he was told that we should be looking to repair cracks in our aprons and taxiways within the next two years, and to repair our runway within the next five. No action, but a brief discussion with AVCON about budgets and allocations for future repairs using FDOT 5-year plan funding.
  - c. Wilson reported that within the past few days a police report was filed for damage to the northwest section of our security fence. A vehicle traveling southbound along Tri-County Airport Road left the road, impacted and travelled through the fence, taking down 4 fence posts. The Treasurer noted that since this was a security breach, the \$950 in repair costs were immediately authorized and that repairs are in process.

#### 9. Capital Project Update

- a. Lee Lewis (AVCON) provided a written report, enclosed.
- b. Lewis brought to the Board's attention the need for a Disadvantaged Business Enterprise (DBE) procurement discussion; it was decided by the Chairman to include this discussion and presentation in our September 8, 2020 meeting agenda.
- c. In a discussion about Task Order 9, Terminal Access and Security Improvements, Lee noted that funding has been approved with a 36 month window, and presented to the Board a Scope of Services for this project, FDOT number 423621-5-94-01 (enclosed with these minutes). Subject to DOT issuing a Notice to Proceed, Town moved, and Brooks seconded, that we proceed with this task order. A first step will be an Executive Committee Meeting and Workshop, open to all Board Members, to be held at 5:00 PM and in advance of our September 8, 2020 Board Meeting to be conducted at 6:00 PM.
- d. Statham asked about the status of the few remaining obstacles (trees) that need to be cleared to the north of the airport to resolve the current issue we've been having for several months with our instrument approach into runway 19. Lewis at AVCON indicated that he will work with the Airport Manager to identify the trees, and we will work with the property owners and Holmes County to seek to resolve the issue.

#### 10. Old Business

- a. Firefighting equipment on field: Statham reported that Kerr indicated that he is working on paperwork between the Airport Board and Washington County to allow the loan of the firefighting equipment to be based on the field.
- b. Statham reported that our old airport windsock and pole were donated to the Washington County Emergency Management Agency, since they were declared surplus last month. A letter of donation is included with these minutes.

#### 11. New Business

- a. Statham reported that Board Member Norman Rich has resigned from the Board. He moved, and Brooks seconded, that his seat be filled for the remaining term by Member Emeritus Alan Williams. Carried.
- b. With the resignation of Rich, the Executive Committee position of Grants Coordinator has been vacated. After a brief discussion, Williams moved, and Brooks seconded, that our Chairman appoint Board member Tiffany Garling to serve in this capacity. Carried. It was further noted that the Grant Coordinator is the Tri-County Airport Authority's direct liaison to the Delphi invoicing and payment system used by the Federal Aviation Administration, and that she is now our authorized user. Brenda and Tiffany will coordinate with the FAA Orlando office for new passwords, and also coordinate with FDOT for Tiffany to have access to JACIP at the state level.
- c. Statham reported that he plans to look into obtaining a mail list of area aircraft owners and communicate to them our new shade hanger and tie down rates and communicate some of the changes at the airport. He provided a sample letter we may wish to consider modifying and using.
- d. Garling led a discussion about airport marketing and working with the three county commissions and three economic development agencies and Economic Development Officers (EDO).

#### 12. Meeting was Adjourned by Locke at 7:29 PM.

These minutes were compiled by the Secretary on behalf of the Board of Directors, and when subsequently approved by the Board of Directors and signed by the Secretary, shall constitute a true record to be included with the official legal records.



Ross E. Statham, Secretary

**The next regular meeting of the Board of Directors is scheduled for the second Tuesday of the following month at 6 pm in the conference room of the terminal building.**